

Workplace Alaska

Class Specification Health Program Associate

Created:
01/06/1998 by Rachel Wilson
Finalized on:

AKPAY Code: P5940
Class Outline Cat: B
Approved by:

Class Code: PG0120
Class Range: 16
Class Status: Active

Category:
Original Date: 03/16/1993

Class Title: Health Program Associate
Use MJR Form: Standard

Original Comments:

ORIGINAL - Replaces: Public Health Representative, Handicapped Children's Program Specialist I, and Nutrition Education

Subsequent Revision Dates/Comments:

07/07/2003 - Audited (KMurry).
07/01/2006 - Classification Outline revised; Class code changed to PG0120, AKPAY code P5940.
02/01/2007 - MQ revisions (SBrinkley).
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: 09/11/2009

EEO4: B

SOC: 21-1099

Census: 02

Last Update Comments:

MQ questions correction (KMurry)

Definition:

Under general direction of a health program manager or specialist, Health Program Associates perform on-going assignments which focus on carrying out substantive procedural aspects of a program, for example, determining program eligibility; coordinating services to clients; monitoring and approving service provider or vendor activity; and/or extending the capabilities of the program manager by assisting in disease surveillance, outbreak investigations, on-site reviews and similar activities, in support of the management of health programs and services.

Distinguishing Characteristics:

Positions in this class provide a substantial level of support to health program management, extending the capabilities of the program manager by performing routine, on-going monitoring, review, data management and analysis, evaluation of services or program eligibility, participating in field work such as outbreak investigations or on-site reviews, and similar supportive activities.

Health Program Associate is a transitional level of work between technical, paraprofessional health field workers and the fully functioning health professional, and as such may serve as an avenue of entry into health professional career paths such as Health Program Manager or Health and Social Services Planner. Work is not, however, of a trainee nature.

Examples of Duties:

Investigate reports of infectious or vaccine preventable disease outbreak; contact and interview patients and contacts of suspected or diagnosed cases to obtain pertinent epidemiological information; provide routine treatment, preventive and control information to health care providers, cases and case contacts; monitor to ensure appropriate treatment and follow up.

Develop sound working relationships with other agencies at the local, state and federal level, private, public and non-profit organizations, hospitals, clinics, schools, day care facilities, health professional organizations and others to promote communication and facilitate cooperative working agreements, exchange of information, training and speaking opportunities and similar exchanges of resources, knowledge and talent.

Develop and make presentations to groups and individuals (e.g., clients, service providers). Educate clients about disease-specific health behaviors and appropriate risk reduction activities; provide routine crisis intervention or counseling.

Follow up on reports of adverse reactions to immunizations or treatments to determine the circumstances; prepare and submit necessary reports.

Write, edit, assist with review, and disseminate brochures, announcements and other print and broadcast material to provide information and publicize program services or activities.

Prepare and maintain statistics and reports on activities and disease incidence findings.

Evaluate potential vendors (e.g., grocers to serve as WIC agents) to determine eligibility to act as an authorized vendor; evaluate vendor performance; implement sanctions for vendor violations or abuse, including suspension or termination of vendor authorization if necessary; oversee statewide alternative food delivery system contract and resolve associated problems; perform annual local agency reviews, negotiate budget allocations, review and prepare grant awards, and provide routine assistance/training to vendors.

Evaluate referrals and requests for services (e.g., Handicapped Children's Program) to determine eligibility; serve as liaison between a variety of health providers and clients with complicated social, medical and economic needs; determine financial eligibility of families for services under program guidelines; authorize services and payments; resolve conflicts with clients and providers in areas such as services not pre-authorized, extent of coverage or appropriateness of charges.

Perform other related duties as required.

Knowledge, Skills and Abilities:

Some knowledge of principles, practices and current trends in planning, organization, delivery and evaluation of public health programs and health care systems.

Some knowledge of rules, regulations, policies, procedures, precedents and terminology used in the work.

Some knowledge in the basic understanding and application of the principles and practices associated with health care delivery and public health programs.

Ability to establish and maintain favorable working relationships with governmental representatives, local, private and non-profit health care provider agencies, professional personnel, volunteer groups, and others.

Ability to provide routine advice and guidance to individuals and agencies regarding health related issues and program policies, procedures and requirements.

Ability to interview individuals to obtain factual, sensitive or confidential information.

Ability to analyze data, facts, or information, draw logical conclusions, and organize and present information effectively, both orally and in writing.

Ability to analyze complex issues and situations and propose viable solutions and courses of action.

Ability to make group presentations and lead discussion groups, workshops or seminars.

Ability to recognize and respond to cultural differences, lifestyles, and values, and communicate with individuals in a variety of cultures and environments.

Minimum Qualifications:

A bachelor's degree from an accredited college in biological, health or behavioral sciences; health practice; education; or public or business administration

AND

One year of technical level experience performing or providing administrative support to health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, health care service delivery, health education and/or health grants administration.

Examples of qualifying State of Alaska job classes are Public Health Nurse Aide, Psychiatric Nursing Assistant III, Licensed Practical Nurse, Pharmacy Technician and Social Services Associate II. Experience as a College Intern IV, Paralegal I or Administrative Assistant is qualifying if the work was in support of a health program.

Substitution:

Four years of clerical or technical level experience performing or providing administrative support to health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, health care service delivery, health education and/or health grants administration will substitute for the Bachelor's degree.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

The essential functions of some positions may involve exposure to infectious disease and/or biohazards. Travel may be required.

Minimum Qualification Questions:

Do you have a bachelor's degree from an accredited college in biological, health or behavioral sciences; health practice; education; or public or business administration?

AND

Do you have one year of technical level experience performing or providing administrative support to health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, health care service delivery, health education and/or health grants administration?

Or Substitution:

Do you have four years of clerical or technical level experience performing or providing administrative support to health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, health care service delivery, health education and/or health grants administration?

AND

Do you have one additional year of technical level experience performing or providing administrative support to health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, health care service delivery, health education and/or health grants administration?